

**January 3, 2017**

Tuesday

**8:00 AM - 8:30 AM**

**Daily Meeting with the Special Assistants -- WJC North 3412**

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

**10:00 AM - 11:00 AM**

**FW: EPA Information Board of Directors (IBOD) Meeting -- WJC-N 3412**

Call In # (b) (6) / Code (b) (6)

EPA Staff (Required):

- Ann Dunkin, EPA CIO
- Steve Fine, OEI PDAA
- Donna Vizian, Acting OARM AA
- David Bloom, Acting OCFO AA
- Howard Osborne OCFO
- Ron Curry, Region 6 RA
- Jeff Wells
- Mary Curtis
- Sam Coleman
- James McDonald
- Kevin Minoli

**11:00 AM - 11:30 AM**

**Event Planning - Refreshments -- Mike's office**

**12:00 PM - 1:00 PM**

**DAA (1st Assistant ONLY) Transition Discussion/Brown Bag Lunch -- DCRoomARN3330/DC-AR-OARM (Call in number: (b) (6) Code: (b) (6))**

**1:00 PM - 1:30 PM**

**Discuss multi-media at Stan farewell -- WJC-N Rm 3412**

**3:00 PM - 3:30 PM**

**General Discussion with Mike -- WJC-N 3412**

**January 4, 2017**

Wednesday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

9:30 AM - 10:00 AM

(b) (6)

9:45 AM - 10:15 AM

Discussion: Award Ceremony -- WJC-N 3412

12:00 PM - 1:00 PM

One EPA Brownbag Lunch -- WJC-N 3412

12:00 PM - 1:00 PM

One EPA Brownbag Lunch with Acting Deputy Administrator Stan Meiburg -- WJC-North 3412

What happens when you bring a handful EPA employees from different offices together in a casual informal setting to chat with the acting Deputy Administrator? Serendipitously generated networking and collaboration can happen...or at the very least it will be a fun change from normal lunchtime activities!

**Acting Deputy Administrator Meiburg invites you to join him for a brownbag lunch in his office on Wednesday, January 4 at 12:00 pm.**

Here are some key things you need to know:

- It is an informal gathering so please bring your lunch with you, as well as your energy and passion for your work!
- It would be a good idea to prepare a few brief talking points about your work/accomplishments, the things that you find especially exciting or even challenging.
- Have some burning questions about EPA and EPA's work and operations? Please bring them and don't be shy about asking them!
- Please note that this invitation should not be forwarded.

We look forward to seeing you there and having an engaging discussion! Please don't hesitate to contact me if you have any questions.

Thanks,

## January 4, 2017 Continued

Wednesday

Kristien

1:00 PM - 1:45 PM

**FW: SES Performance Review Process -- WJC-N 3412**

-----Original Appointment-----

**From:** Burton, Tamika **On Behalf Of** Meiburg, Stan

**Sent:** Wednesday, December 28, 2016 2:54 PM

**To:** Meiburg, Stan; Showman, John; Higginbotham, Karen; Vizian, Donna

**Subject:** SES Performance Review Process

**When:** Wednesday, January 04, 2017 1:00 PM-1:45 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WJC-N 3412

Sct: Tamika (b) (6)

Attendees are: Donna Vizian, John Showman, and Karen Higginbotham

2:00 PM - 2:45 PM

Monthly Cyber Security Meeting -- WJC North 3412 [Call In # (b) (6) / Code (b) (6)]

2:00 PM - 2:45 PM

Monthly Cyber Security Meeting -- WJC North 3412 [Call In # (b) (6) / Code (b) (6)]

4:30 PM - 5:30 PM

Audio/Visual - Transition Discussion (Principals Only) -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO - Call in number is: (b) (6) code is: (b) (6)

4:30 PM - 5:00 PM

Deputies Committee Meeting -- WJC-N 3412

## January 5, 2017

Thursday

8:00 AM - 8:30 AM

**Daily Meeting with the Special Assistants -- WJC North 3412**

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

10:00 AM - 11:00 AM

Hold AO Award Ceremony

12:30 PM - 12:45 PM

Discussion: Event catering -- wjc-n 3412

## January 5, 2017 Continued

Thursday

1:00 PM - 2:00 PM

Pre-brief for Acting Deputy Administrator for President's Management Council (PMC) Meeting -- WJC-N 3412  
Sct: Denise Anderson, (b) (6)

Ct: Sheila Benson, (b) (6) or Rita Wilson, (b) (6)

Staff:

EPA Staff (Required):

David Bloom and Howard Osborne (OCFO)

John Showman and Donna Vizian (OARM)

Ann Dunkin, Steve Fine (OEI)

Shannon Kenny (OP)

David Widawsky

Jay Benforado

EPA Staff (Optional):

Diane Kelty (OCFO)

Beth Means (OARM)

Lisa Jones-Para and Megan Grogard (OEI)

Laura Gentile (OP)

2:00 PM - 2:30 PM

Event Planning -- WJC-N 3412 (Mike's Office)  
(b) (6) code: (b) (6)

2:30 PM - 3:00 PM

Executive and Administrative Weekly meeting -- WJC-N 3412

## January 6, 2017

Friday

All Day

CWD

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412  
Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

## January 6, 2017 Continued

Friday

12:00 PM - 12:15 PM

Check-in -- Matt's Office

4:00 PM - 5:30 PM

NSC Deputies Committee Meeting -- WH Situation Room

## January 9, 2017

Monday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

11:00 AM - 11:30 AM

Follow-up re: WEITS -- WJC-N 3412 (Call In # (b) (6) / Code (b) (6)

Sct: Tamika (b) (6)

Attendees: Cynthia Giles, Shari Wilson, Robert Tomiak, Mathy Stanislaus, Barry Breen

1:00 PM - 2:00 PM

Senior Staff -- Alm Conference Room

\*\*\*\*Please **DO NOT** forward this calendar invitation. If you have any questions about this invitation please contact the Scheduling Office at (b) (6) . \*\*\*\*

Conference Line: (b) (6)

Conference Code: (b) (6)

2:00 PM - 4:00 PM

SAVE THE DATE: Farewell Celebration for Acting Deputy Administrator Stan Meiburg -- EPA Green Room

## January 10, 2017

Tuesday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

10:00 AM - 10:30 AM

FW: EPA Information Board of Directors (IBOD) Meeting -- WJC-N 3412

Call In # (b) (6) / Code (b) (6)

Point of Contact for the Meeting: Lisa Jones-Parra, (b) (6) (b) (6)

EPA Staff (Required):

- Ann Dunkin, EPA CIO (required)
- David Bloom, Acting OCFO AA (required)
- Steve Fine (highly desirable)
- Howard Osborne (highly desirable)
- Carol Terris (highly desirable)
- Donna Vizian (optional)
- Ron Curry (optional)

**10:30 AM - 11:00 AM**

**RAM Farewell Check-in -- Matt's Office**

**11:00 AM - 11:30 AM**

**Prep for NSC Principal Level Exercise on Fri 1/13 -- WJC-N 3412**  
SCt: Denise Anderson, (b) (6)

Staff:

Mike Flynn

Matt Fritz

John Reeder

Reggie Cheatham

Laura Casillas

David Kling

Mathy Stanislaus

Barry Breen

Nitin Natarajan

## January 10, 2017 Continued

Tuesday

Becki Clark

Mario Caraballo

12:30 PM - 2:00 PM

Hold for January EELC Call -- Teleconference

Logistics:

Call-in: (b) (6)

Passcode: (b) (6)

12:30 PM - 2:00 PM

January EELC Call -- Teleconference

Sct: Tamika (b) (6)

Logistics:

Call-in: (b) (6)

Passcode: (b) (6)

**Kristen Durance**

Ross Strategic | 1218 3rd Ave, Suite 1207, Seattle WA 98101

Phone: (b) (6)

(b) (6) | <http://www.rossstrategic.com>

## January 10, 2017 Continued

Tuesday

2:30 PM - 3:00 PM

(b) (6)

4:00 PM - 4:30 PM

(b) (6)

## January 11, 2017

Wednesday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

9:00 AM - 11:00 AM

(b) (6)

Please remember your badge is required to enter the Green Room

1:00 PM - 1:30 PM

General with RobinH -- WJC-N 3412

## January 12, 2017

Thursday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

9:30 AM - 10:00 AM

(b) (6)

10:00 AM - 10:30 AM

Weekly General Discussion -- WJC-N 3412

12:00 PM - 2:00 PM

OAR IO Open House  
Stop by

2:00 PM - 4:00 PM

(b) (6)



(b) (6)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2:30 PM - 3:00 PM

Executive and Administrative Weekly meeting -- WJC-N 3412

3:00 PM - 5:00 PM

(b) (6)

(b) (6)

(b) (6)

4:00 PM - 6:00 PM

(b) (6)

(b) (6)

**January 12, 2017 Continued**

Thursday

(b) (6)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(b) (6)

(b) (6)

5:00 PM - 6:00 PM

General Discussion (First Assistants) -- Tadich Grill

**January 13, 2017**

Friday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

9:00 AM - 9:45 AM

Preview of EPA Exhibit -- WJC-N 3412

10:30 AM - 11:00 AM

General --- Steve Fine/Mike Flynn -- Mike Flynn's office WJC-N 3412

*As of January 3, 2017: Meeting scheduled per S Fine request via T.Burton.-  
Susan*

**January 13, 2017 Continued**

Friday

12:00 PM - 4:00 PM

Hold for Presidential Leadership Exercise (tentative)

2:00 PM - 3:00 PM

FW: EEEEC Teleconference (every 4 weeks) -- (b) (6)(b) (6) (b) (6)

-----Original Appointment-----

**From:** Kristen Durance [mailto:(b) (6)]

**Sent:** Wednesday, January 04, 2017 2:31 PM

**To:** Kristen Durance; (b) (6) Flynn, Mike; Meiburg, Stan;  
Chu, Ed; (b) (6) Fine, Steven; Battin, Andrew;

(b) (6) (b) (6) Alexandra  
Dunn; (b) (6) Hull, Ben; Metzger, Philip; Burton, Tamika; Harbour,  
Shana; Burchard, Robert; Leopard, Matthew; Anderson, Denise; Jones, Doug;  
Cacho, Julia; Peters, Dana; (b) (6)

(b) (6) (b) (6) Bednar,  
Georgia; Dana Stefan

**Subject:** EEEEC Teleconference (every 4 weeks)

**When:** Occurs every 4 week(s) on Friday effective 1/13/2017 until 12/31/2017  
from 11:00 AM to 12:00 PM Pacific Standard Time.

**Where:** (888) (b) (6) 57761271#

Hi all,

The E-Enterprise Executive Committee (EEEC) will continue to meet every four weeks through 2017. Please let me know if you have any questions about these calls or need to add staff to the invite.

Logistics:

Call-in: (b) (6)(b) (6)

Passcode: (b) (6)

Thanks and Happy New Year!

K

**Kristen Durance**

Ross Strategic | 1218 3rd Ave, Suite 1207, Seattle WA 98101

Phone: (b) (6)

(b) (6) | <http://www.rossstrategic.com>

## January 13, 2017 Continued

Friday

3:00 PM - 3:30 PM

Check in -- 3513B

4:40 PM - 5:10 PM

General Discussion -- WJC-N 3412 (Call In (b) (6) / Code (b) (6))

## January 16, 2017

Monday

All Day

Martin Luther King, Jr. Day

## January 17, 2017

Tuesday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412  
Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

11:30 AM - 12:15 PM

General Discussion -- WJC-N 3412

1:30 PM - 2:00 PM

Transition check-in -- 3513 B WJC North

2:00 PM - 3:00 PM

Opening House for EPA Museum Exhibit -- Ronald Reagan Building and International Trade Center, Room M112  
- Mezzanine Level

3:00 PM - 4:00 PM

MLK Town Hall Meeting -- Green Room

4:15 PM - 4:45 PM

General/Discussion: Check-in -- WJC-N 3412  
Sct: Tamika (b) (6)

5:00 PM - 5:30 PM

Audio/Visual - Transition Update - Principals Only -- n DCRoomARN3330/DC-AR-OARM - Call in number is (b) (6)  
code is: (b) (6)

Please review the room we have listed for your region/office below and let (b) (6) know whether we need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm
- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room

## January 17, 2017 Continued

Tuesday

- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

5:30 PM - 7:30 PM

(b) (6)

## January 18, 2017

Wednesday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

12:00 PM - 1:00 PM

One EPA Brownbag Lunch -- WJC-N 3412

12:00 PM - 12:30 PM

Website Discussion -- WJC-N 3412

Sct: Tamika Burton (b) (6) (b) (6)

1:30 PM - 2:00 PM

U//FOUO Agenda and Briefing Materials: Call/Briefing Soon for the Acting EPA Administrator on Agency  
Emergency Response / CONOPS during the Inauguration -- WJC-N 3412 (Call In (b) (6) / Code (b) (6)

Sct: Tamika Burton (b) (6)

## January 18, 2017 Continued

Wednesday

2:00 PM - 2:45 PM

FW: IBOD/Budget Follow-up Meeting -- WJC-N 3412

EPA Staff (Required):

- Ann Dunkin, EPA CIO (required)
- David Bloom, Acting OCFO AA (required)
- Steve Fine (highly desirable)
- Sean Kelley (new to EPA may not have email address yet, if so I will forward)
- Robert McKinney
- Rebecca Moser
- Ronald Thompson
- Donna Vizian (optional)
- Ron Curry (optional)

Teleconference Required?: Yes (for Ron Curry, R6 and Steve Fine who will be out of the office)

Point of Contact for the Meeting: Lisa Jones-Parra, (b) (6) (b) (6)

4:30 PM - 5:00 PM

Audio/Visual - Transition Update - Principals Only -- Room: 3346 WJC North OARM Large Conference room - Call in number is (b) (6) code is: (b) (6)

Please review the room we have listed for your region/office below and let (b) (6) know whether we need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm
- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room
- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

## January 18, 2017 Continued

Wednesday

5:00 PM - 6:00 PM

(b) (6)

## January 19, 2017

Thursday

8:00 AM - 8:30 AM

Daily Meeting with the Special Assistants -- WJC North 3412

Call-In (b) (6) / Code (b) (6) / Participant Code (b) (6)

10:00 AM - 10:30 AM

Weekly General Discussion -- WJC-N 3412

2:30 PM - 3:00 PM

Executive and Administrative Weekly meeting -- WJC-N 3412

## January 21, 2017

Saturday

12:30 PM - 3:30 PM

Beach Head Team Arrival -- WJC North 3rd Floor (home base = 3330)

## January 22, 2017

Sunday

5:00 PM - 6:00 PM

First Assistants Transition Update (invitees only, please) -- (b) (6) Code - (b) (6)  
Moved from Saturday to Sunday

## January 23, 2017

Monday

12:00 AM - 12:30 AM

8:30 AM - 9:00 AM

General w/John -- Mike's Office

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6)

10:00 AM - 11:00 AM

Bagels with Beach Head Team - Principals/Invitees Only -- Administrator's Office

11:00 AM - 11:30 AM

Following Up on Regulatory Freeze -- 3500 WJC North



## January 23, 2017 Continued

Monday

12:15 PM - 12:45 PM

Reg Review -- WJC-N 3415

1:00 PM - 2:00 PM

Senior Staff -- Principals Only -- Alm Conference room

Conference Line and Code:

Conference Line: (b) (6)

Conference Code: (b) (6)

3:00 PM - 3:30 PM

Meeting Schedule -- WJC-N 3407

5:00 PM - 5:45 PM

Follow up: Federal Register Review -- WCJ-N 3428, (b) (6) (b) (6)

## January 24, 2017

Tuesday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N

11:30 AM - 12:00 PM

12:00 PM - 12:30 PM

Fort Devens -- Teleconference

Sct: Tamika Burton, (b) (6)

Teleconference line: 1-(b) (6) (b) (6)

12:30 PM - 1:00 PM

Daily Meeting w/Special Assistants -- 3412 WJC-N (Mike's Office)

This will be a recurring meeting - we will discuss the timing of these at our first meeting on Monday, 1/23.

(b) (6)

Code: (b) (6)

Participant code: (b) (6)

1:30 PM - 2:00 PM

General with John Reeder -- WJC-N 3412

2:00 PM - 2:30 PM

Daily Check-in -- WJC-N 3412

2:45 PM - 3:30 PM

Tamika - OOO

(b) (6)

## January 24, 2017 Continued

Tuesday

(b) (6)

5:00 PM - 6:00 PM

(b) (6)

## January 25, 2017

Wednesday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N

10:00 AM - 10:45 AM

Briefing with Office of Water (OW) -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

11:00 AM - 12:00 PM

CDP ERB Meetings -- DCRoomARN3330/DC-AR-OARM

Please contact me for VTC location. The conference line number will be

1- (b) (6) code (b) (6)

If you have further questions please contact Kimberly Wheeler at

(b) (6) Thank you.

Per request of Claire Milam 6/1/2016 (KLW)

11:00 AM - 11:45 AM

Briefing with Office of General Counsel (OGC) -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

12:00 PM - 1:00 PM

1st Assistants Call -- WCJ-N 3330,

Hi all – Please stay tuned we may have some updated location/call in information in the morning. Thank you! Robin

1:00 PM - 1:45 PM

Briefing with Office of Chemical Safety and Pollution Prevention (OCSPP) -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

## January 25, 2017 Continued

Wednesday

2:00 PM - 2:30 PM      Daily Check-in -- WJC-N 3412

2:30 PM - 3:00 PM      General Discussion -- WJC-N 3412

3:30 PM - 4:00 PM      Daily Meeting w/Special Assistants -- 3412 WJC-N (Mike's Office)  
This will be a recurring meeting - we will discuss the timing of these at our first meeting on Monday, 1/23.

(b) (6)  
Code: (b) (6)  
Participant code: (b) (6)

5:00 PM - 5:30 PM      General w/Chris Robbins -- Conf Call  
Mike will call Chris

## January 26, 2017

Thursday

9:00 AM - 9:30 AM      Daily Ops Meeting -- 3415 WJC-N

10:00 AM - 10:30 AM      General with Sarah Dunham -- WJC-N 3412

10:00 AM - 10:30 AM      Weekly General Discussion -- WJC-N 3412

11:00 AM - 11:30 AM      General with Mike Flynn -- WJC-N 3412

11:15 AM - 11:30 AM      General with Susan Burden -- wjc-N 3412

11:30 AM - 12:00 PM      Executive Hold - Lunch

12:00 PM - 12:30 PM      Daily Meeting w/Special Assistants -- 3412 WJC-N (Mike's Office)  
This will be a recurring meeting - we will discuss the timing of these at our first meeting on Monday, 1/23.

(b) (6)  
Code: (b) (6)  
Participant code: (b) (6)

12:30 PM - 1:00 PM      General Discussion -- WJC-N 3412  
Sct: Tamika Burton (b) (6)

1:00 PM - 1:45 PM      Briefing with Office of Air and Radiation (OAR) -- Alm Conference Room  
SCT: Denise Anderson, (b) (6)

## January 26, 2017 Continued

Thursday

2:00 PM - 2:30 PM      Daily Check-in -- WJC-N 3412

3:00 PM - 3:30 PM      Hiring -- 3412

3:30 PM - 4:15 PM      ECOS Call -- OCIR Conference room

4:15 PM - 5:00 PM      OHS General -- Room 3304A WJC North  
Mon., 1/23/2017

Mike, John, Mario and Eileen –

I believe this is the last session of our previously-scheduled weekly **OHS General meetings with Matt and John**, which I'll (1) shift to 4:15 p.m. this Thursday (1/26) and (2) include Mike instead of Matt. We'll also plan to meet in John's new office, Room 3304A WJC North, which should be more convenient for him and Mike.

Agenda will follow in the next day or so, and we can decide to cancel this session if issues don't warrant a meeting.

Dave Kling

(b) (6)

## January 27, 2017

Friday

9:00 AM - 9:30 AM      Daily Ops Meeting -- 3415 WJC-N

11:00 AM - 11:45 AM      Briefing with Office of Enforcement and Compliance Assurance (OECA) -- Alm Conference Room  
SCt: Denise Anderson, (b) (6)

12:00 PM - 12:30 PM      Daily Meeting w/Special Assistants -- 3412 WJC-N (Mike's Office)  
This will be a recurring meeting - we will discuss the timing of these at our first meeting on Monday, 1/23.  
(b) (6)  
Code: (b) (6)  
Participant code: (b) (6)

1:00 PM - 1:30 PM      Hiring -- 3330Q

2:00 PM - 2:30 PM      Daily Check-in -- WJC-N 3412

## January 27, 2017 Continued

Friday

4:00 PM - 4:45 PM

General Discussion -- WJC-N 3407  
With Catherine & John

## January 30, 2017

Monday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N

10:00 AM - 10:45 AM

Briefing with Office of Chief Financial Officer (OCFO) -- Alm Conference Room  
SCt: Denise Anderson, (b) (6)

12:00 PM - 12:30 PM

Daily Meeting w/Special Assistants -- 3412 WJC-N (Mike's Office)  
This will be a recurring meeting - we will discuss the timing of these at our first meeting on Monday, 1/23.

(b) (6)

Code: (b) (6)

Participant code: (b) (6)

1:00 PM - 2:00 PM

Senior Staff Meeting -- Alm Conference Room  
SCt: Denise Anderson, 202-(b) (6)

**NOTE:** Due to space constraints, please contact Denise Anderson before forwarding or inviting additional meeting attendees.

Conference Call Number (b) (6)

Conference Code (b) (6)

2:00 PM - 2:30 PM

Daily Check-in -- WJC-N 3412

2:30 PM - 3:00 PM

Colgate Student visit -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO  
**Point of Contact for the Meeting:** Tony Raia OLEM/OUST (b) (6)  
(b) (6)

**Requesting Party:** Colgate University

**Title of the Meeting:** Brief meeting with students.

**Purpose and Role of EPA Leadership:**

- Explain the important role of the civil service in the operation of

agencies (i.e. the EPA).

- Brief Q&A's.

**Background:** These students are part Colgate University's Washington Study Group program. The course title is "Executive Decision-making and Leadership." The class has 11 students and 2 professors.

**Last possible date for the meeting:** January 30, 2017.

**Requested Time Length:** 30-45 minutes.

**External Participants:**

(b) (6)



## January 30, 2017 Continued

Monday

3:30 PM - 4:00 PM

Cybersecurity Introduction -- WJC-N 3412

Ct: Susan Jacks, (b) (6)

SCt: Denise Anderson, (b) (6)

Teleconference: 1-(b) (6) dial in code: (b) (6)

Staff:

Mike Flynn

Steve Fine

Sean Kelley

Rob McKinney

Harvey Simon

4:00 PM - 4:30 PM

General discussion with Kevin Minoli -- WJC-N 3412

4:30 PM - 5:00 PM

Discussion: Hiring -- WJC-N 3412

## January 31, 2017

Tuesday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N

9:30 AM - 10:00 AM

Hold

10:00 AM - 10:45 AM

Briefing with Office of Land and Emergency Management (OLEM) -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

11:00 AM - 11:45 AM

Briefing for Office of Administration and Resources Management -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

12:00 PM - 1:00 PM

HQ & RG 1st Assistants National VTC (Agenda and Materials Attached) -- WJC-N 3346

**Headquarters and Regional 1st Assistants National Video-Teleconference**

For those who do not have a video connection, the Conference Line is (b) (6)

Conference Code (b) (6)

**HQ VTC Meeting Room: WJC-N 3346**

**January 31, 2017 Continued**

Tuesday

HQ: OARM DC WJCN Room 3346 (3330 Mobile)

**RG VTC Rooms:**

R1: R01 Boston Mt Belknap

R2: Enck, Judith GCI

R3: R3 DRA Meeting Room

R4: R4 Boardroom 14T63

R5: R5 Room 1941 GCI

R6: R6 RA Conf Rm

R7: R7RA-SX20

R8: R8 RA Conference Room

R9: R9 SF Big Pine 19333

R10: R10 Seattle 21 RA Conf Room (Tahoma)

Please contact (b) (6) if the listed VTC room needs to be changed.

1:00 PM - 1:30 PM

Executive hold for lunch!

1:30 PM - 2:00 PM

Daily Meeting w/Special Assistants -- 3412 WJC-N (Mike's Office)

This will be a recurring meeting - we will discuss the timing of these at our first meeting on Monday, 1/23.

(b) (6)

Code: (b) (6)

Participant code: (b) (6)

2:00 PM - 2:30 PM

Daily Check-in -- WJC-N 3412

4:15 PM - 5:15 PM

Reg Freeze Briefing -- WJC-N 3415

Ct: Sandra Connors

SCt: Denise Anderson, (b) (6)

Staff:

Catherine McCabe



Mike Flynn

Shannon Kenny

Kevin Minoli

Sandra Connors

Carol Ann Siciliano

Sarah Rees

Nancy Grantham

Robin Richardson